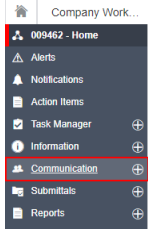
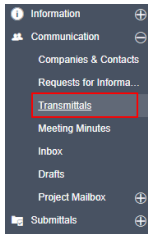
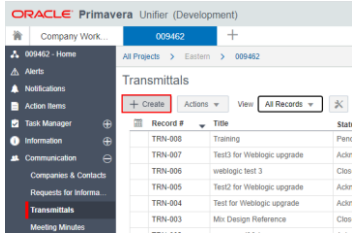
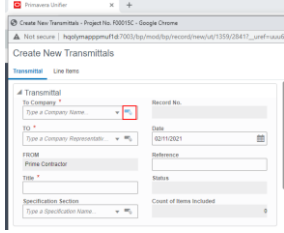
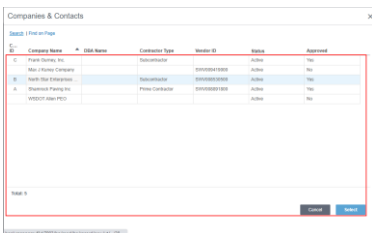
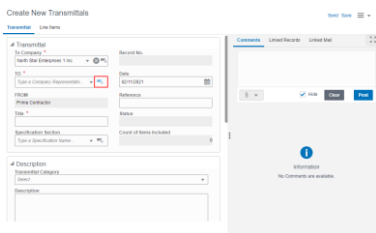
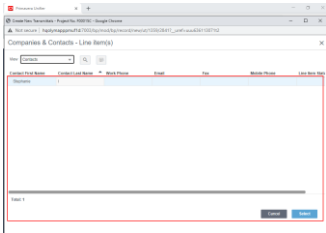
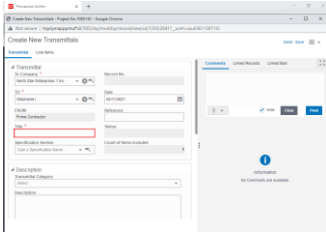
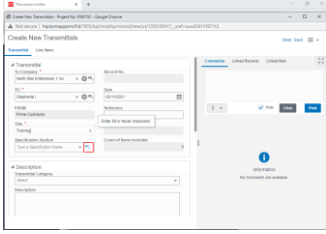
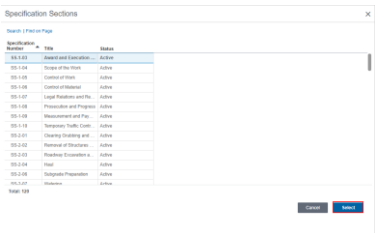
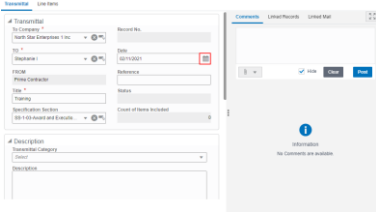
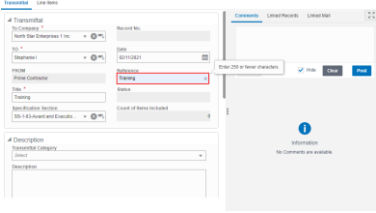
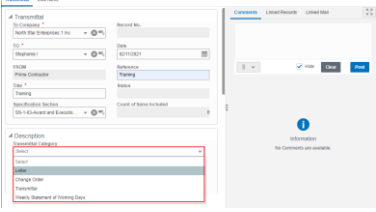
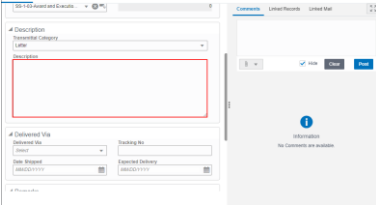
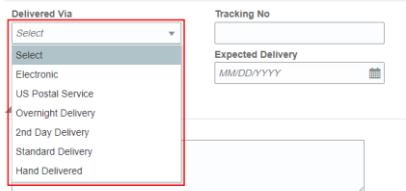
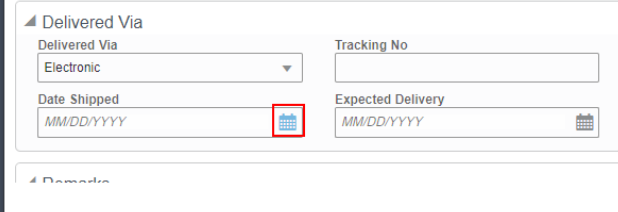
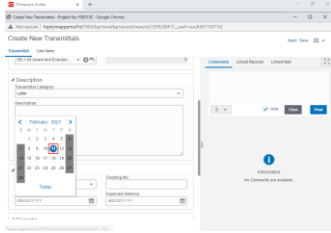
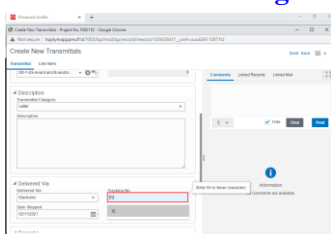


Contractor Initiated Transmittal-1: Create NEW

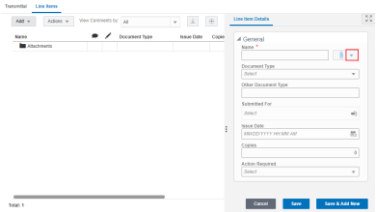
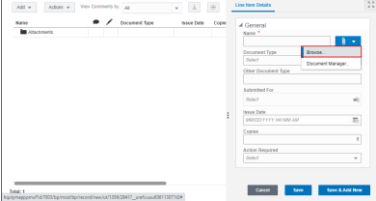
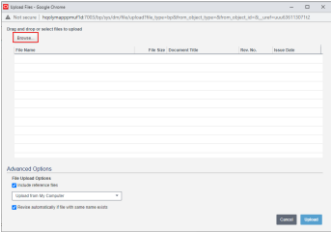
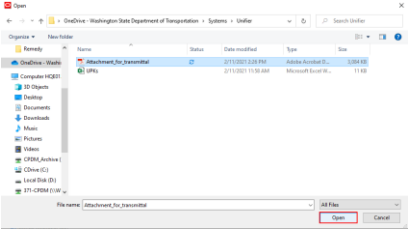
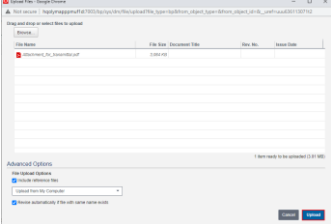
Step	Action
1.	<p>Click to expand Communication.</p> 
2.	<p>Click Transmittals.</p> 
3.	<p>Click Create to start a new record.</p> 
4.	<p>Click To Company.</p> 

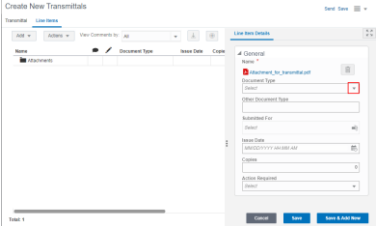
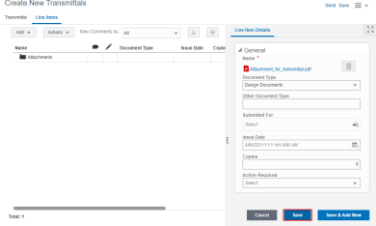
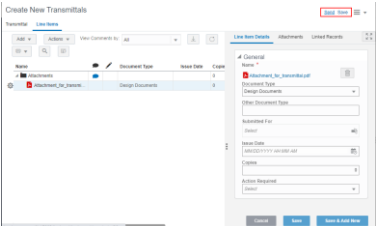
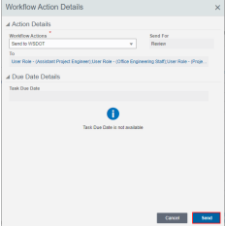
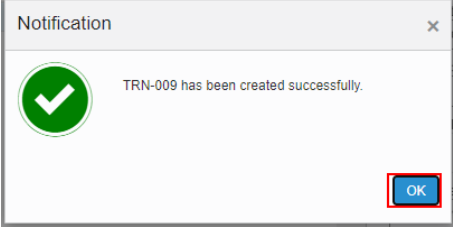
Step	Action																														
5.	<p>Highlight a Company and click Select.</p>  <table><thead><tr><th>Company Name</th><th>Company Type</th><th>Vendor ID</th><th>Status</th><th>Approved</th></tr></thead><tbody><tr><td>First Name, Inc.</td><td>Manufacturer</td><td>000000000000</td><td>Active</td><td>No</td></tr><tr><td>Max Name Company</td><td>Manufacturer</td><td>000000000000</td><td>Active</td><td>No</td></tr><tr><td>North Star Enterprise</td><td>Manufacturer</td><td>000000000000</td><td>Active</td><td>No</td></tr><tr><td>Quinn's Printing Co.</td><td>Printer/Contractor</td><td>000000000000</td><td>Active</td><td>No</td></tr><tr><td>WESTCO Steel PEO</td><td>Printer/Contractor</td><td>000000000000</td><td>Active</td><td>No</td></tr></tbody></table>	Company Name	Company Type	Vendor ID	Status	Approved	First Name, Inc.	Manufacturer	000000000000	Active	No	Max Name Company	Manufacturer	000000000000	Active	No	North Star Enterprise	Manufacturer	000000000000	Active	No	Quinn's Printing Co.	Printer/Contractor	000000000000	Active	No	WESTCO Steel PEO	Printer/Contractor	000000000000	Active	No
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Quinn's Printing Co.	Printer/Contractor	000000000000	Active	No																											
WESTCO Steel PEO	Printer/Contractor	000000000000	Active	No																											
6.	<p>Click TO.</p> 																														
7.	<p>Highlight a Contact and click Select.</p>  <table><thead><tr><th>Company Name</th><th>Contact Name</th><th>Phone</th><th>Fax</th><th>Mobile Phone</th><th>Line Item</th></tr></thead><tbody><tr><td>First Name, Inc.</td><td>John Doe</td><td>555-555-5555</td><td>555-555-5555</td><td>555-555-5555</td><td>1</td></tr></tbody></table>	Company Name	Contact Name	Phone	Fax	Mobile Phone	Line Item	First Name, Inc.	John Doe	555-555-5555	555-555-5555	555-555-5555	1																		
Company Name	Contact Name	Phone	Fax	Mobile Phone	Line Item																										
First Name, Inc.	John Doe	555-555-5555	555-555-5555	555-555-5555	1																										
8.	<p>Click to enter a Title.</p> 																														
9.	<p>Click Specification Section search field.</p> 																														

Step	Action
10.	<p>Highlight a Specification Section and click Select.</p> 
11.	<p>Date field defaults to current day. If needed click date field to make adjustments.</p> 
12.	<p>Click to enter a Reference.</p> 
13.	<p>Click Transmittal Category drop down. Make a selection from the list.</p> 
14.	<p>Click to enter a Description.</p> 

Step	Action
15.	<p>Use Delivered Via block for transmittals requiring a method of delivery other than the Unifier Transmittals business process.</p> <p>Click Delivered Via drop down and make a selection from the list.</p> 
16.	<p>Click Date Shipped calendar icon.</p> 
17.	<p>Select Month, Day, and Year.</p> <p>Click Today if date is current day.</p> 
18.	<p>Click to enter Tracking No.</p> 

Step	Action
19.	<p>Click Expected Delivery calendar icon.</p> <p>Select Month, Day, and Year. Click Today if date is current day.</p> 
20.	<p>Click to enter Remarks.</p> 
21.	<p>Click Line Items tab.</p> 
22.	<p>Click Add.</p> 
23.	<p>Click Line Item.</p> 

Step	Action
24.	<p>Click Attachments icon.</p> 
25.	<p>Click Browse to locate a file.</p> 
26.	<p>Click Browse.</p> 
27.	<p>Click Open.</p> 
28.	<p>Click Upload.</p> 

Step	Action
29.	<p>Click Document Type and make a selection from the drop down menu.</p> 
30.	<p>Complete remaining applicable fields and then click Save.</p> 
31.	<p>Click Send if ready to submit.</p> <p>Click Save to save a Draft.</p> <p>Note: Drafts will be saved within the Drafts node of the Task Manager.</p> 
32.	<p>Click Send to forward record to next step in workflow.</p> 
33.	<p>Click OK.</p> 

Step	Action
34.	End of Procedure.